

BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
JULY 21, 2020

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 7:30 a.m. on Tuesday July 21, 2020, via Zoom meeting.

ROLL CALL: On roll call the following were in attendance: Chairman Larry Vincent, Vice Chairman Larry Kolb; Commissioners Dennis Mueller, Bob Weber, Donna White and Dian Cain. Also in attendance were Cynthia Quetsch, Executive Director; Michelle Wessler, Chief Housing Officer; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters, Administrative Assistant; Carrie Tergin, Mayor; Mike Lester City Councilman and Amy VanOverschelde.

Chairman Vincent called the meeting to order.

	<u>REGULAR</u>	<u>SPECIAL</u>
Vincent	11-12	9-10
Mueller	12-12	9-10
Kolb	11-12	8-10
White	11-12	8-10
Weber	12-12	6-7
Cain	12-12	4-4

INFORMATIONAL ITEMS:

- A. The monthly Financial Statements, Balance Sheets and Income Statements for the month of June 2020.
- B. The Family Self Sufficiency program monthly report was presented.
- C. The property at Bolivar and McCarty was sold to Oak Brook Properties on July 15, 2020.
- D. Ms. Quetsch showed pictures of tree damage from the storm on Sunday July 19, 2020.

CONSENT AGENDA:

- A. Approval of Regular Meeting Minutes for June 16, 2020 (Exhibit 1-A)
- B. List of Disbursements for the month of June 2020. (Exhibit 1-B)
- C. Occupancy Report for the month of June 2020. (Exhibit 1-C)

Vice Chair Kolb made the motion to approve the Consent Agenda. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

## RESOLUTION NO. 4742

### RESOLUTION APPROVING THE WRITE-OFF (COLLECTION LOSS) OF TENANT ACCOUNTS RECEIVABLE

Commissioner Mueller made the motion to approve the proposed rent and damage write-offs for the month of June for Capital City Apartments and Public Housing in the amount of \$1,336.84. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #2, 07/21/2020)

### UPDATE ON EAST CAPITOL AVENUE URBAN RENEWAL PLAN

The renovations in the 500 block of East Capitol are moving forward.

No bids were received for 101 Jackson Street.

We need approval to request reimbursement of the cost for the sale of 501 (\$36,324.03), 507 (\$22,673.64), 511 (\$21,118.85), and 513 (\$22,013.63) East Capitol Avenue. Vice Chair Kolb made the motion to approve the request for reimbursement from the City for the sale of 501, 507, 511, and 513 East Capitol Avenue. Commissioner Weber seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved. (Exhibit #3, 07/21/2020)

### 608 EAST STATE STREET

Dustin Long did not submit a proposal.

### 105 JACKSON STREET

The Historic City of Jefferson (HCJ) purchased 105 Jackson in January 2020. Adam Trowbridge of Global Pacific Development wants to buy the property and take over redevelopment. The redevelopment agreement we have with HCJ permits a transfer of property prior to completion of redevelopment. We should have an agreement for approval at the August meeting.

### UPDATE ON CAPITAL CITY APARTMENTS

The final punch list is due today. Letters have been sent to applicants and we hope to have the units full before September 1, 2020.

### UPDATE ON DULLE TOWER

Covid-19 has delayed getting the units occupied. We have advertised with all the social service agencies regarding vacancies.

## UPDATE ON HAIL STORM

Herron, Hyder, LaSalette and Ken Locke will get new roofs. The request for sealed bids went out July 14, 2020. Hopefully we will have a recommendation of contractors at the August Board meeting. All public housing residential buildings, the office and maintenance buildings are getting new roofs. The request for bids are being prepared.

## UPDATE ON THE HOUSING AUTHORITY OPERATIONS AS ADJUSTED TO DEAL WITH COVID-19

The Administration office staff are working on 2 teams in the office on either odd or even days. The days not in the office they are working from home or on the property but not in the office building. Maintenance has resumed doing all work orders, not just those related to health and safety. Any staff entering a unit must wear a mask and any other protective gear deemed necessary to safely complete the work. Tenants are asked to wear a mask or leave while staff are there. Appointments with residents and applicants are by appointment only with sneeze guards.

HUD has provided additional funds to enable us to run the housing authority during a pandemic or shut down orders. The funds are being used to upgrade our software to make working from home possible for all staff so that services to residents are not impacted, purchase cleaning supplies and hire temporary help.

## RESOLUTION NO 4743

### RESOLUTION APPROVING CHANGES TO THE HOUSING CHOICE VOUCHER ADMINISTRATION PLAN

The Administration plan for the Housing Choice Voucher program has been updated to reflect changes in HUD requirements or to update procedures. In addition, there is a COVID related change allowing an extended period of time for voucher holders to obtain the voucher. Commissioner Weber made the motion to approve the changes. Commissioner Mueller seconded the motion. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

Mayor Tergin thanked the Board for their continued work on the Capitol Avenue Urban Renewal Plan. Michael Lester also thanked the Board for the Capitol Avenue work.

### NEXT MEETING:

The regular meeting will be at 7:30 a.m. Tuesday August 18, 2020. The Board room will be updated to allow for split conference meetings for Board members that can't attend in person.

Commissioner Weber made the motion to adjourn into Executive Session for the purpose of considering the following:

- Legal action involving the Housing Authority and confidential or privileged communication with its attorney, under Section 610.021(1) RSMO;

- Leasing, purchase or sale of real estate by the Housing Authority when public knowledge of the transaction might adversely affect the legal consideration therefore, under Section 610.021(2) RSMO;
- Hiring, firing, disciplining or promotion of particular employees when personal information about the employee is to be discussed or recorded, under Section 610.021(3)
- Welfare cases of identifiable individuals, under Section 610.021(8) RSMO.

Commissioner Mueller seconded the motion. Upon roll call vote the motion was approved.

AYES: Mueller, Cain, Weber, White, Kolb, Vincent  
NAYS: None  
ABSENT None

Following adjournment of the Executive Session, the Board reconvened in Open Session.

Commissioner Cain made the motion to adjourn the meeting. Seconded by Commissioner Weber. Upon unanimous favorable vote, Chairman Vincent declared the motion approved.

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Larry Vincent, Chairman

ATTEST: \_\_\_\_\_  
Cynthia Quetsch, Secretary